



Signal Metal Industries, Inc.

Truck Drivers, Heavy and Tractor-Trailer

Department: Warehouse

FLSA Status: Non-Exempt

Grade/Level: Salary Grade – Driver

Work Schedule:

Actual Shift assigned by Manager or Supervisor. Possible 8-12 hours shifts
4-6 days/week.

Job Status: Fulltime

Reports To: Sales/Operation Manager

Travel Requirements: None

Position Supervised: None

POSITION SUMMARY

Drive a tractor-trailer combination or a truck with a capacity of at least 80,000 GVW, to transport and deliver goods, or materials in liquid, loose, or packaged form. May have extra wide loads. May be required to Load/unload truck. May require use of automated routing equipment. Requires commercial drivers' license.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Follow appropriate safety procedures when transporting dangerous goods.
- Check vehicles before driving them to ensure that mechanical, safety, and emergency equipment is in good working order.
- Maintain logs of working hours and of vehicle service and repair status, following applicable state and federal regulations.
- Obtain receipts or signatures when loads are delivered, and collect payment for services when required.
- Check all load-related documentation to ensure that it is complete and accurate.
- Maneuver trucks into loading or unloading positions, following signals from loading crew as needed; check that vehicle position is correct and any special loading equipment is properly positioned.
- Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations, in order to transport and deliver products, livestock, or other materials.
- Secure cargo for transport, using ropes, blocks, chain, binders, and/or covers.
- Read bills of lading to determine assignment details.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Read and interpret maps in order to determine vehicle routes.



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- Couple and uncouple trailers by changing trailer jack positions, connecting or disconnecting air and electrical lines, and manipulating fifth-wheel locks.
- Collect delivery instructions from appropriate sources, verifying instructions and routes.
- Drive trucks to weigh stations before and after loading and along routes, in order to document weights and to comply with state regulations.
- Operate equipment such as truck cab computers, CB radios, and telephones to exchange necessary information with bases, supervisors, or other drivers.
- Check conditions of trailers after contents have been unloaded to ensure that there has been no damage.
- Crank trailer landing gear up and down to safely secure vehicles.
- Wrap goods using pads, packing paper, and containers, and secure loads to trailer walls, using straps.
- Perform basic vehicle maintenance tasks such as adding oil, fuel, and radiator fluid, or performing minor repairs.
- Load and unload trucks, or help others with loading and unloading, operating any special loading-related equipment on vehicles and using other equipment as necessary.
- Inventory and inspect goods to be moved, in order to determine quantities and conditions.
- Remove any debris from trailers after loading is completed.
- Climb ladders to inspect loads after loading is complete, in order to ensure that cargo is secure.
- Follow special procedures related to specific cargo.
- Give directions to laborers who are packing goods and moving them onto trailers.
- Install and remove special equipment such as tire chains.
- Collaborate with other drivers as part of a driving team on some trips.
- Perform emergency roadside repairs such as changing tires and installing light bulbs, tire chains, and spark plugs.
- Place empty carts and pallets in trailers so they will be available to facilitate placement and movement of goods.
- Assist with miscellaneous shop duties such as sweeping, cleaning break room and rest rooms, and general utility work.
- Must pass the Department of Transportation (DOT) physical and drug testing requirements and be retested as per the DOT guidelines.

POSITION QUALIFICATIONS

- Accountability - Ability to accept responsibility and account for his/ her actions.
- Resource Management (People & Equipment) Ability to obtain and allocate the proper usage of equipment, facilities, materials, as well as personnel.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Communication, Oral - Ability to communicate effectively with others.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Reliability - The trait of being dependable and trustworthy.



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- Responsible - Ability to be held accountable or answerable for one's conduct.

SKILLS & ABILITIES

Educations: High School Graduate or GED and technical school graduates. Related work experience may be substituted for education.

Experience: two to four years related experience

Computer Skills

Basic computer skills needed

Certificate & Licenses

Current Commercial Drivers' License (CDL)

Other Requirements

Must be and remain insurable under Signal Metal's insurance policy. Must report any and all traffic violations whether it occurred on or off duty. Must refrain from any cell phone use while driving.

PHYSICAL REQUIREMENTS:

- Must be able to perform duties in a safe manner. This job requires the ability to wear a hard hat, safety glasses, metatarsal boots, hearing protection, and other required PPE equipment.
- Must be able to bend, stoop, climb, and reach around all areas of equipment.
- Lift up to 50lbs.
- Will work in varied environments (in all weather conditions heat, cold, wet, humid, dry and/or dusty conditions).
- Read, comprehend and complete basic checklists, forms or other related documents.
- Must be willing to work overtime as required.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs. or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs.	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs.	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs.	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	F (Frequently)	12 lbs. or less	F (Frequently)
Crawl	F (Frequently)	13-25 lbs.	O (Occasionally)
Squat or	F (Frequently)	26-40 lbs.	O (Occasionally)
Kneel Bend	F (Frequently)	41-100 lbs.	O (Occasionally)

N (Not Applicable)

Activity is not applicable to this occupation.



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O (Occasionally)

F (Frequently)

C (Constantly)

Occupation requires this activity up to 33% of the time (0-2.5+ hrs. /day)

Occupation requires this activity from 33-66% of the time (2.5-5.5+ hrs. /day)

Occupation requires this activity more than 66% of the time (5.5+ hrs. /day)